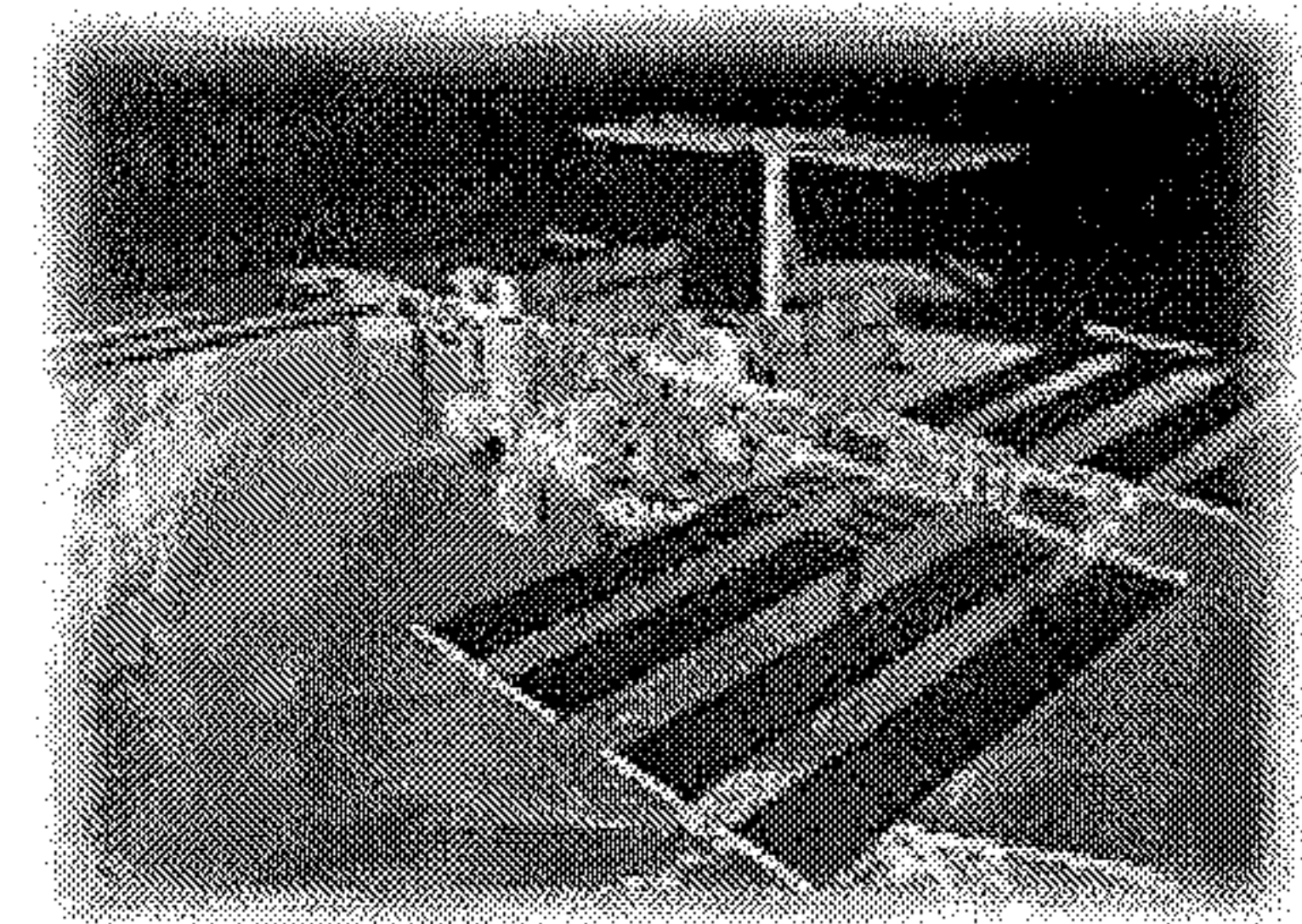


## ARMY FACULTY RESEARCH & ENGINEERING PROGRAM (FREP)

The Army Faculty Research & Engineering Program (FREP) is administered year round in an effort to provide increased flexibility to government organizations and faculty members. While the new program format represents a major change from the previous years programs, the FREP objectives remain the same: to advance government scientific and engineering research and to stimulate the exchange of ideas among the academic community and government scientists. The FREP continues to offer university and college professors opportunities to collaborate with government scientists on short term technical projects at government laboratories. Government agencies are still encouraged to host a faculty member over the summer; however, a research effort of up to 60 working days may be planned over the course of a one year period of performance. The FREP also allows for the location of the research effort be split between the government lab and the faculty member's home office.

### OVERVIEW OF THE FREP

The new FREP process starts with the government agency. Organizations are invited to submit a **FREP Statement of Work (SOW)** describing the research project to the contractor's office at any time during the year. The SOW should include title, objective, specific tasks, level of effort, and period of performance. A faculty member may be recommended on the SOW to perform the work. If none exists, the SOW will be posted on the FREP web site for 2 weeks and faculty members who are listed in the FREP database will receive an email notification directing them to the on-line SOW and application form.



To be considered, interested faculty members are required to complete the on-line application and submit it along with their curriculum vitae to the contractor.

At the end of the two weeks, the contractor forwards all applications and CVs to the sponsoring organization for review. The government agency selects a qualified faculty candidate and submits the required funding to ARO, which then sends a Request for Services to the contractor's office. The contractor negotiates with the faculty member a cost proposal and sends it to ARO for award. Work may commence once ARO awards the task.

The contractor establishes an appropriate agreement for the conduct of each task, obtains DoD security clearances when required, pays invoices, monitors conformance to time and funding limitations, and reviews all final reports. The sponsoring government organization is represented on each task by its designated Contracting Officer's Representative (COR) who monitors the technical progress of the selected faculty member.

### QUALIFICATIONS

Applicants must U.S. citizens who are full, assistant, or associate professors at a American college, university, or technical institution. Permanent residents are not eligible to apply.

## TERMS

Time and materials subcontracts are awarded to selected faculty members for a maximum of 60 working days over a specified period of performance not to exceed 12 months. Sponsoring organizations are encouraged to host the selected professor at the laboratory for the entire 60 working days; however, up to 50% of the working days may be spent away from the government site (e.g. the faculty member's home office, another government site, a conference or workshop). The daily rate for FREP participants is based on a graduated schedule: Assistant Professors - \$250 per day; Associate Professors - \$290 per day; Full Professors - \$330 per day. In addition, travel expenses to/from the laboratory and per diem are reimbursed in accordance with the current Federal Travel Regulations. Other project related materials or supply expenses may also be considered. NOTE: Faculty members may not accept payment from another appointment, fellowship, grant, or salary arrangement for time and expenses reimbursed under the FREP.

## OTHER PROGRAM CHARACTERISTICS

- Travel to conferences and/or other laboratories for the purpose of obtaining data or presenting research results directly related to this effort is permitted if disclosed on the Statement of Work.
- Faculty members are allowed to return to their place of residence on weekends, holidays, or other periods of non-duty; however, the government does not reimburse faculty members for such trips.

A final report is the end product of the effort.



## **INSTRUCTIONS FOR COMPLETING THE FREP STATEMENT OF WORK (SOW)**

1. **TITLE** - Provide a title for the scientific effort. Generic titles that do not at least indicate the area of research should be avoided.
2. **OBJECTIVE(S)** - State the objective(s) or desired results. Include background information necessary to fully describe the technical problem.
3. **SPECIFIC TASKS** - This section should clearly describe the work to be accomplished. Using a numbered or bulleted list, describe the tasks to be performed by the faculty member using verbs such as study, investigate, analyze, interpret, evaluate, assess, etc.
4. **REPORTING REQUIREMENTS** - At a minimum, this paragraph must state that a final report summarizing the work performed and the results and conclusions derived shall be submitted to the COR at the sponsoring agency and to the contractor. Sponsors should also indicate the number of report copies desired, report due date and any format requirements. Reports generated by subcontractors shall not be released for publication or dissemination without the ARO Contracting Officer's written approval following coordination with the COR. NOTE: The COR receives, inspects, and accepts all technical reports.
5. **WORK DAYS, LOCATION and PERIOD OF PERFORMANCE** - a.) The total number of working days for the entire effort may not exceed 60. Up to 50% of the total number of working days can be spent at the faculty member's home office. b.) Indicate a preferred start and end date for the period of performance. The period of performance may not exceed 12 months.
6. **TRAVEL** - Estimate the number of round trips from the selected candidate's home office to the government work site and the length of each stay. Travel to conferences and/or other laboratories for the purpose of obtaining data or presenting research results directly related to this effort must be included in this section.
7. **SECURITY** - Check the level of security clearance required for this effort. When a non-escort badge is required, the sponsoring organization is responsible for processing a National Agency Check (NAC).
8. **HUMAN SUBJECTS** - State whether human subjects are, or are not, to be used in this study.
9. **CONTRACTING OFFICER'S REPRESENTATIVE (COR)** - Provide the name, postal and email addresses and telephone numbers of the scientist or technical person (COR) who is sponsoring the faculty member. The COR is responsible for monitoring the progress of this effort and must approve all invoices for the time worked.
10. **ADMINISTRATIVE CONTRACTING OFFICER'S REPRESENTATIVE (ACOR)** - Provide the name, postal and email addresses and telephone number of another person at the sponsoring agency who is familiar with the work to be performed. This individual will be able to approve invoices in the absence of the COR.
11. **\*RECOMMENDED FACULTY MEMBER** - Provide the full name and address of the recommended faculty member to perform the work. The faculty member must be a U.S. citizen employed by an accredited college or university in the U.S. as a full, associate, or assistant professor.
12. **COST ESTIMATE WORKSHEET** - The daily rate for FREP tasks are based on a graduated schedule: Assistant Professors-\$250 per day; Associate Professors-\$290 per day; Full Professors-\$330 per day. In addition, travel expenses to/from the laboratory and per diem are reimbursed in accordance with the current Federal Travel Regulations. Other project related materials or supply expenses may also be considered.

**2006 U.S. ARMY FACULTY RESEARCH & ENGINEERING PROGRAM (FREP)**  
**Statement of Work (SOW)**

1. TITLE:

2. RESEARCH OBJECTIVE:

3. SPECIFIC TASKS:

4. REPORTING REQUIREMENTS: One copy of a final report summarizing the work performed and results achieved shall be sent to the COR no later than 30 days after the period of performance. One copy of the final report shall also be sent to the contractor.

5. WORK DAYS, LOCATION and PERIOD OF PERFORMANCE:

- a. The total number of working days is estimated to be of which days will be spent at the government sponsoring organization and will be spent at the faculty member's home office.
- b. The period of performance is (start date) - (end date).

6. TRAVEL: (Include destinations, lengths of stay, and number of trips):

7. SECURITY: (Identify one of the following)

Unclassified Confidential Secret Top Secret

8: HUMAN SUBJECTS: Yes No

9. CONTRACTING OFFICER'S REPRESENTATIVE (COR):

Name:

Command Name:

Organization Name:

Office Symbol:

Street Address:

City, State, Zip Code:

Telephone: DSN ; Comm.

Fax:

EMAIL:

10. ADMINISTRATIVE CONTRACTING OFFICER'S REPRESENTATIVE:

Name:

Command Name:

Organization Name:

Office Symbol:

Street Address:

City, State, Zip Code:

Telephone: DSN ; Comm.

Fax:

EMAIL:

11. RECOMMENDED FACULTY MEMBER:

Name:

University:

Address:

City, State, Zip Code:

Telephone:

EMAIL:

12. COST ESTIMATE WORKSHEET

1. MIPR/Funding Authorization Number:

2. TIME: Number of working days x \$250/day =

x \$290/day =

x \$330/day =

3. Estimated cost for Materials (including travel):

4. Subtotal:

5. ARO Overhead - 4%

6. Total Cost:



## ARMY HIGH SCHOOL SCIENCE & MATHEMATICS FACULTY PROGRAM (HSSMFP)

The US Army High School Science & Mathematics Faculty Program (HSSMFP) is administered year round in an effort to provide increased flexibility for government organizations and high school teachers. While the new program format represents a major change from the previous years programs, the HSSMFP objectives remain the same: to advance government scientific and engineering research and to provide teachers a hands-on experience in a government laboratory. Government organizations are still encouraged to host a teacher over the summer; however, a research effort of up to 60 working days may be planned over the course of a one year period of performance.

### OVERVIEW OF TASK PROCESS

The new HSSMFP process starts with the government agency. Organizations are invited to submit a **HSSMFP Statement of Work (SOW)** describing the research project to the contractor's office at any time during the year. The SOW should include title, objective, specific tasks, level of effort, and period of performance. A teacher may be recommended on the SOW to perform the work. If none exists, the Statement of Work will be posted on the HSSMFP web site for 2 weeks and teachers who are listed in the HSSMFP database will receive an email notification directing them to the on-line SOW and application form.



To be considered, interested teachers are required to complete the on-line application and submit it along with a current resume to the contractor.

At the end of the two weeks, the contractor forwards all applications and resumes to the sponsoring organization for review. The government agency selects a qualified teacher and submits the required funding to ARO, which then sends a Request for Services to the contractor's office. The contractor negotiates with the teacher a cost proposal and sends it to ARO for award. Work may commence once ARO awards the task.

The contractor establishes an appropriate agreement for the conduct of each task, obtains DoD security clearances when required, pays invoices, monitors conformance to time and funding limitations, and reviews all final reports. The sponsoring government organization is represented on each task by its designated Contracting Officer's Representative (COR) who monitors the technical progress of the task performer.

### QUALIFICATIONS

Applicants must be U.S. citizens who are faculty members of accredited high schools or secondary schools from the 7th to 12th grades and teach in one or more of the following disciplines: mathematics, physics, general science, engineering, chemistry, psychology, computer science or biology. Permanent residents are not eligible to apply.

### TERMS

Time and materials subcontracts are awarded to successful applicants for a maximum of 60 working days over a specified period of performance not to exceed 12 months. The daily rate for HSSMFP participants is \$175 per day. Commuting expenses, travel, and per diem are not reimbursable. Other project related materials or supply expenses may be considered. NOTE: Faculty members may not accept payment from another appointment, fellowship, grant, or salary arrangement for time and expenses reimbursed under the HSSMFP.

## **OTHER PROGRAM CHARACTERISTICS**

- A final report is the end product of the effort.

## **INSTRUCTIONS FOR COMPLETING THE HSSMFP STATEMENT OF WORK (SOW)**

1. TITLE - Provide a title for the scientific effort. Generic titles that do not at least indicate the area of research should be avoided.
2. OBJECTIVE(S) - State the objective(s) or desired results. Include background information necessary to fully describe the technical problem.
3. SPECIFIC TASKS - This section should clearly describe the work to be accomplished. Using a numbered or bulleted list, describe the tasks to be performed by the high school teacher using verbs such as study, investigate, analyze, interpret, evaluate, assess, etc.
4. REPORTING REQUIREMENTS - At a minimum, this paragraph must state that a final report summarizing the work performed and the results and conclusions derived shall be submitted to the COR at the sponsoring agency and to the contractor. Sponsors should also indicate the number of report copies desired, report due date and any format requirements. Reports generated by subcontractors shall not be released for publication or dissemination without the ARO Contracting Officer's written approval following coordination with the COR. NOTE: The COR receives, inspects, and accepts all technical reports.
5. WORK DAYS, LOCATION and PERIOD OF PERFORMANCE –
  - a.) The total number of working days for the entire effort may not exceed 60. All of the working days must be spent at the sponsoring government laboratory
  - b.) Indicate a preferred start and end date for the period of performance. The period of performance may not exceed 12 months.
6. TRAVEL – Travel is not allowed under the HSSMFP.
7. SECURITY - Check the level of security clearance required for this effort. When a non-escort badge is required, the sponsoring organization is responsible for processing a National Agency Check (NAC).
8. HUMAN SUBJECTS - State whether human subjects are, or are not, to be used in this study.
9. CONTRACTING OFFICER'S REPRESENTATIVE (COR) - Provide the name, postal and email addresses and telephone numbers of the scientist or technical person (COR) who is sponsoring the teacher. The COR is responsible for monitoring the progress of this effort and must approve all invoices for the time worked.
10. ADMINISTRATIVE CONTRACTING OFFICER'S REPRESENTATIVE (ACOR) - Provide the name, postal and email addresses and telephone number of another person at the sponsoring agency who is familiar with the work to be performed. This individual will be able to approve invoices in the absence of the COR.
11. RECOMMENDED TEACHER - Provide the full name and address of the recommended teacher to perform the work. The teacher must be a U.S. Citizen employed by an accredited high school or secondary school from the 7th to 12 grades.
12. COST ESTIMATE WORKSHEET - The daily rate for HSSMFP tasks is \$175 per day. Commuting expenses, travel, and per diem are not reimbursable.



**2006 U.S. ARMY HIGH SCHOOL SCIENCE & MATHEMATICS FACULTY PROGRAM  
(HSSMFP)  
Statement of Work (SOW)**

1. TITLE:

2. RESEARCH OBJECTIVE:

3. SPECIFIC TASKS:

4. REPORTING REQUIREMENTS: One copy of a final report summarizing the work performed and results achieved shall be sent to the COR no later than 30 days after the period of performance ends. One copy of the final report shall also be sent to the contractor.

5. WORK DAYS, LOCATION and PERIOD OF PERFORMANCE:

- a. The total number of working days is estimated to be
- b. The period of performance is (start date) - (end date).

6. TRAVEL: NONE

7. SECURITY: (Check one of the following)

Unclassified Confidential Secret Top Secret

8. HUMAN SUBJECTS: Yes No

9. CONTRACTING OFFICER'S REPRESENTATIVE (COR):

Command Name:

Organization Name:

Office Symbol:

Street Address:

City, State, Zip Code:

Telephone: DSN ; Comm.

Fax:

EMAIL:

10. ADMINISTRATIVE CONTRACTING OFFICER'S REPRESENTATIVE:

Name:

Command Name:

Organization Name:

Office Symbol:

Street Address:

City, State, Zip Code:

Telephone: DSN ; Comm.

Fax:

EMAIL:

11. RECOMMENDED TEACHER:

Name:

School:

Home Address:

City, State, Zip Code:

Telephone:

EMAIL:

12. COST ESTIMATE WORKSHEET:

1. MIPR/Funding Authorization Number:
2. TIME: Number of Working Days x \$175/d
3. Subtotal:
4. ARO Overhead - 4%
5. Total Cost: